



edmonton
SOCIAL PLANNING COUNCIL
BOARD MEETING MINUTES
OCTOBER 12 2021 (via TEAMS)

Attendees:

Susan Morrissey, Executive Director
 Justine Basilan, Recording Secretary
 Peter Schalk, Board Director, President
 Katherine Weaver, Board Director, VP Policy & Governance
 Chari Bennie, Board Director
 Bill Howe, Board Director, VP Membership & Engagement

Ashley Baxter, Board Director
 Paula Kirman, Board Director
 Vanessa Zembal, Board Director, VP Finance & Audit, Treasurer

Regrets:

Rhea Kachroo, Board Director
 Denise Kirke, Board Director
 Thomas Grenier, Board Director

Guests:

1.0 Welcome

Meeting called to order by Peter Schalk at 6:07 pm.

2.0 Consent Agenda & Minutes

MOTION: moved by Katherine Weaver, seconded by Chari Bennie, to accept the agenda and minutes as presented.

MOTION: CARRIED.

3.0 Executive Director’s Monthly Operations Report

ED reported on September 2021 operations.

Additional note: ED was advised not to submit a proposal for an Evaluation and Assessment position due to the existence of the Evaluation and Capacity Network. Instead, ESPC will be discussing options with the Muttart Foundation on funding a position.

Additional note: The Alberta Living Wage Network’s official website launch will be on November 1st. The website includes the definition of living wage, how to become a living wage employer, and access to the living wage calculator. ESPC will be launching its Edmonton report on the same day.

4.0 Committee Assignments

Finance & Audit	Membership & Engagement	Policy & Governance	Executive
Vanessa Zembal, <i>VP & Treasurer</i> Chari Bennie Peter Schalk	Bill Howe, <i>VP</i> Paula Kirman Rhea Kachroo Denise Kirk	Katherine Weaver, <i>VP</i> Ashley Baxter Denise Kirk Peter Schalk	Peter Schalk, <i>President</i> Vanessa Zembal, <i>VP F&A</i> Bill Howe, <i>VP M&E</i> Katherine Weaver, <i>VP P&G</i> Denise Kirk, <i>Director at large</i>

ACTION ITEMS:

1. Katherine Weaver will reach out to Thomas Grenier about joining the Policy & Governance Committee and/or Finance & Audit Committee.
2. Peter Schalk will reach out to Denise Kirk confirming her role as the Director at Large with the Executive Committee.
3. Bill Howe will reach out to Rhea Kachroo to confirm her membership with the Membership & Engagement Committee.
4. The Board will finalize the committee assignments during the November 9th board meeting.

5.0 Committee Reports

5.1 Finance & Audit Committee

Committee Report

Vanessa Zembal reported on the committee’s activities. ED provided highlights of the statements.

Additional note: The difference between the budgeted versus the actual amount is due to the federal subsidies that ESPC received (e.g. CEWS, CEBA). Additionally, the Food Bank project added revenue for the quarter.

Additional note: With the year ending, Vanessa Zembal wanted to finalize the Surplus Allocation Policy. The Policy & Governance committee will provide the Finance & Audit committee feedback by December 2021.

2nd Quarter Financials for Approval

MOTION: moved by Vanessa Zembal, seconded by Ashely Baxter, that the Board of Directors approve the 2021 Q2 Financial Statements as circulated.

MOTION: CARRIED.

Work Plan for Approval

ACTION: Deferred to the November 9th Board meeting.

Terms of Reference for Approval

ACTION: The TOR will be approved electronically before the November 9th Board meeting

Additional note: There was significant discussion on creating a line item for expenses incurred by the committee. Exemptions to this, like a budgeted committee project, would have to go through Board approval.

5.2 Executive Committee

Committee Report

Peter Schalk appointed Bill Howe as the meeting chair at 7:17 pm.

Peter Schalk reported on the committee's activities. A preliminary discussion was held on the committee's role and tasks.

Board Calendar

Did not report.

Terms of Reference for Approval

MOTION: moved by Peter Schalk, seconded by Katherine Weaver, that the Board of Directors approve the Terms of Reference for the Executive Committee as circulated.

MOTION: CARRIED.

ACTION: The Executive Committee's Work Plan will be presented in the November 9th Board meeting for approval.

Peter Schalk regained meeting chair from Bill Howe at 7:23 pm.

5.3 Policy & Governance Committee

Committee Report

Katherine Weaver reported on the committee's activities. The committee is looking to have another Board and/or Council member on the committee to share the workload. A preliminary discussion was held on the committee's role and tasks.

Work Plan for Approval

A work plan was not presented as the committee awaited approval of its Terms of Reference.

ACTION: The Policy & Governance Committee's Work Plan will be presented in the November 9th Board meeting for approval.

Terms of Reference for Approval

MOTION: moved by Katherine Weaver, seconded by Ashley Baxter, that the Board of Directors approve the Terms of Reference for the Policy & Governance Committee as circulated.

MOTION: CARRIED.

Bylaw Review Phase 1

ACTION: Tabled for the October 26, 2021 special meeting. Katherine Weaver will send the meeting materials prior to the meeting.

5.4 Membership & Engagement Committee

Committee Report

Bill Howe reported on the committee's activities. The committee's 2021-2022 work plan will include confirmation of scope of work and opportunities, rolling out the membership survey, and policy development.

Question: What is the impact of the strategic plan to creating your Terms of Reference?

Answer: Some of the question posed by the committee are more appropriate to address during the development of the strategic plan.

ACTION: The Membership & Engagement Committee will meet to provide recommendations on the Terms of Reference for Board discussion for the November 9th Board meeting.

6.0 Other Business

6.1 United Way 2021 Campaign

ED provided an overview of the 2021 campaign. This year, ESPC will be hosting another bottle drive. The staff can contribute either via payroll or one time donation and the Board is encouraged to donate and/or participate in the bottle drive. 100% of the proceeds will go to the United Way.

6.2 SharePoint Demo

ACTION: EA will work with the rest of the Board to hold a separate meeting for members who want to attend a demo.

7.0 General Discussion

Meeting Adjourned:

Meeting adjourned at 8:20 pm.

Next meetings (2021-2022 Term):

November 9, 2021	February 8, 2022	May 10, 2022
December 14, 2021	March 8, 2022	AGM (TBD)
January 11, 2022	April 12, 2022	June 14, 2022